



Administration for Community Living

Administration on Aging

Model Approaches to Statewide Legal Assistance Systems - Phase I

HHS-2013-ACL-AOA-SL-0050

Application Due Date: 05/28/2013

Model Approaches to Statewide Legal Assistance Systems - Phase I

HHS-2013-ACL-AOA-SL-0050

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Department of Health & Human Services
Administration for Community Living

Program Office: Administration on Aging
Funding Opportunity Title: Model Approaches to Statewide Legal Assistance Systems - Phase I
Announcement Type: Modification
Funding Opportunity Number: HHS-2013-ACL-AOA-SL-0050
Primary CFDA Number: 93.048
Due Date for Applications: **05/28/2013**

Executive Summary

With this Funding Opportunity Announcement, entitled *Model Approaches to Statewide Legal Assistance Systems - Phase I*, the Administration on Aging (AoA), part of the Administration for Community Living (ACL) maintains support for state leadership efforts to develop and maintain effective, high-quality, high-impact, and targeted legal service delivery systems that maximize the impact of limited legal resources on older adults in greatest need. The ultimate goal of the grant opportunity is to protect and enhance essential rights and benefits of older persons in states across the country by utilizing the leadership of the State Legal Assistance Developer and key project partners to create and maintain coordinated, well integrated, and cost-effective statewide legal service delivery systems. Such systems will include: integration of a low-cost senior legal helpline with Title III-B legal services and other low-cost mechanisms to achieve cost efficiency and maximum impact from limited legal resources; effective targeting of scarce resources to older persons in greatest social or economic need; focus on the most critical legal issues confronting target populations; and integration of the legal service delivery system with the broad aging service network.

AoA plans to award approximately seven (7) cooperative agreements to support eligible states in developing approaches that promote state leadership and sustainability beyond the AoA/ACL funding period. The awards will be cooperative agreements through which AoA/ACL, in close cooperation with grantees, will be substantially involved in the development and execution of the projects. Each cooperative agreement will be funded at a federal share of approximately \$100,000 per year for a project period of three years, contingent upon the availability of federal funds and satisfactory performance.

The intent of this Funding Opportunity Announcement (FOA) is to **expand** Model Approaches projects **beyond the thirty-one (31) previously funded states**. Therefore, the thirty-one states that have previously received Model Approaches funding are **not eligible** to apply under this FOA. The **thirty-one ineligible states are:** Alabama, Alaska, California, Connecticut, Delaware, District of Columbia, Florida, Georgia, Idaho, Iowa,

Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Missouri, Nebraska, Nevada, New Hampshire, North Carolina, North Dakota, Ohio, Pennsylvania, Rhode Island, South Carolina, Texas, Utah, Vermont, Virginia, and West Virginia.

Within an eligible state, proposals in response to this funding opportunity announcement will be accepted from one of two eligible applicant categories. **Eligible applicants are:**

- 1 The entity within an eligible state that currently houses the State Legal Assistance Developer; or
2. An entity within an eligible state that is experienced in providing low-cost services to older persons through a senior legal helpline (or proposes to develop and operate a senior legal helpline).

Regardless of the originating source of the application, each proposal must contain a detailed plan for direct and ongoing involvement of, and leadership by, the State Legal Assistance Developer in order to help assure sustainability. Further, each proposal must contain a detailed plan for ongoing collaboration between the State Legal Assistance Developer and the senior legal helpline.

Interested applicants should make note of the following interactive teleconference scheduled for April 17, during which time there will be an opportunity to have questions answered:

Open Info. Teleconference for Applicants: Wed., April 17, 2013

Time: 2:00 PM Eastern

Call-In Number: 1-888-469-0942

Passcode: MODEL APPROACHES

I. Funding Opportunity Description

Statutory Authority

The statutory authority for grants under this Funding Opportunity Announcement is contained in Title IV of the Older Americans Act (OAA) (42U.S.C. 3032), as amended by the Older Americans Act Amendments of 2006, P.L. 109-365.

Description

A. Background

Legal assistance programs under the Older Americans Act (OAA) work in conjunction with other core AoA/ACL programs and services to maximize the independence, health, and financial security of older adults in social or economic need. Since legal assistance is a priority service under Title III-B of the OAA, every area agency is required to expend a minimum percentage (established by the state unit on aging) of its Title III-B funds on legal assistance services for older persons in social or economic need. This Title III-B funding provides support to approximately 1,000 legal services providers nationwide who work to

ensure that older adults in greatest need receive effective and high-quality legal advice and representation. These III-B legal providers help older persons address critical legal problems that can include the potential loss of housing through foreclosure or eviction, consumer scams that destroy nest eggs, physical abuse, financial exploitation, problems in long-term care facilities, and difficulties in accessing public benefits essential to remaining financially secure, independent, and healthy.

In addition to designating legal assistance as a priority service under Title III-B, Chapter 4 of Title VII of the OAA requires each state to appoint a State Legal Assistance Developer (LAD) to promote well integrated, cost-effective and targeted legal service delivery systems that maximize the use of limited Title III-B funds and other legal resources. The role of the LAD is to ensure:

State leadership in securing and maintaining the legal rights of older individuals;

- State capacity for coordinating the provision of legal assistance;
- State capacity to provide technical assistance, training and other supportive functions to area agencies on aging, legal assistance providers, ombudsmen, and other persons, as appropriate;
- State capacity to promote financial management services to older individuals at risk of conservatorship;
- State capacity to assist older individuals in understanding their rights, exercising choices, benefiting from services and opportunities authorized by law, and maintaining the rights of older individuals at risk of guardianship; and
- State capacity to improve the quality and quantity of legal services provided to older individuals.

In 1986, in addition to legal assistance programs under Title III-B and state leadership by the LAD under Title VII, AoA began awarding grants under Title IV, Section 420 of the OAA in a number of states to support low-cost senior legal helplines (SLHs). The SLHs have been shown to be valuable and effective in providing older adults with important information and advice in areas such as consumer protection, public benefits, and health and financial advance planning. SLHs have been tested and shown to produce increased access to needed information and advice for older adults in an efficient, cost-effective, and streamlined manner. AoA views these low-cost SLHs as key and essential components in an overall legal service delivery system.

In FY 2003, AoA broadened its SLH program by encouraging states to utilize other innovative, low-cost methods to reach additional older persons and to augment the services of the traditional helpline model. These include, for example, self-help offices, interactive websites, and collaborative efforts. In addition, a focus on linkages with AoA's Eldercare Locator and the AoA-funded legal resource centers helped facilitate access to senior legal services and encouraged coordination and integration of legal service delivery.

However, despite the demonstrated efficiency and cost-effectiveness of the SLHs and other low-cost programs, they were not being consistently implemented in many states. Many remained stand-alone programs not coordinated with full-service Title III-B legal services programs, with the aging network, or with other service networks within the state. Some programs offered examples of effective, integrated approaches to meeting the legal needs of

their seniors in social or economic need, but they proved to be unsustainable when AoA funding ended. Because these AoA grants were specifically designed to support SLHs and other low-cost mechanisms, work under the grants in a majority of states did not include statewide planning and coordination to make the best possible use of the combined resources of the LAD, Title III-B legal providers, Title IV low-cost delivery models, private bar pro bono volunteer attorneys, law school clinics, and other legal resources.

In 2006, AoA recognized that in order to sustain and expand these valuable, cost-efficient SLHs and other low-cost mechanisms for seniors who have the capacity to make use of them, a new strategic approach was required. Thus, in 2006, 2007, 2009, and 2010, AoA released funding opportunity announcements (FOAs) titled “Model Approaches to Statewide Legal Assistance Systems,” and has funded thirty-one Model Approaches states to date. [\[1\]](#) Through these Model Approaches grants, AoA endeavors to utilize the leadership of the LAD to develop and maintain high-quality, high-impact, and targeted legal service delivery systems that integrate SLHs with full-service Title III-B legal programs and with other low-cost service delivery mechanisms.

B. Mission, Goal, Objectives

The purpose of this 2013 Model Approaches FOA is to continue the strategic approaches begun in 2006, 2007, 2009, and 2010 in an expanded number of states, and to maintain support for state leadership efforts on statewide legal service delivery systems in order to maximize the impact of limited legal resources.

Activities undertaken under this grant opportunity are intended to promote the following **mission, goal, and objectives:**

- 1. *The overall Mission*** is to protect the rights and financial security of older people in social or economic need and enhance their choice and independence.
- 2. *The ultimate Goal*** of the grant opportunity is to protect and enhance essential rights and benefits of older persons most in need in states across the country by utilizing the leadership of the LAD (and key partners) to create and maintain high-quality, high-impact, statewide legal service delivery systems. Such Model Approaches - Phase I legal service delivery systems will include: integration of a low-cost SLH with III-B legal services and other low-cost mechanisms to achieve cost efficiency and maximum impact from limited legal resources; effective targeting of scarce resources to older persons in greatest social or economic need; focus on the most critical legal issues confronting target populations; and integration of the legal service delivery system with the broad aging service network.
- 3. *Project Objectives:*** To achieve the stated goal, the approach and activities under this grant opportunity will be designed to promote the following Model Approaches - Phase I objectives for 2013. The **Project Objectives are:**
 - Develop and maintain a group of key partners/stakeholders/collaborators to help build a model legal service delivery system and maintain sustainability beyond AoA funding;
 - Compile and utilize information/data on: a.) the legal needs of elders in social or economic need, and b.) the capacity of the current legal delivery system to meet the

most critical legal needs in order to guide the development of the model legal service delivery system;

- Develop/test/maintain a model legal service delivery system, including developing the necessary tools to help support and sustain the system and its components, especially SLHs;
- Establish outreach and other mechanisms to help ensure that limited legal resources are effectively targeted to those in greatest social or economic need, and are focused on their most critical/priority legal needs; and
- Build support and understanding among key partners/stakeholders of: a.) the importance of strong state leadership provided through LADs; b.) the importance of gathering ongoing input from stakeholders to guide the growth and evolution of the delivery system; and c.) the importance of working towards sustaining the delivery system and all its vital components.

C. General Proposal Requirements

Applicants preparing proposals under this FOA must submit a plan for developing a coordinated, well integrated, cost-effective, and targeted statewide legal service delivery system designed to obtain maximum impact from limited legal resources by:

- Directing low-cost services such as those provided by SLHs to elders who are capable of putting the information and advice to use to protect their rights and independence;
- Directing Title III-B resources to those seniors who require “one-on-one” direct legal representation and who present the most need due to their limited capacity to advocate on their own behalf; and
- Developing and promoting other resources such as pro bono attorneys, law students, or reduced-fee wills/advance directive panels in ways that supplement and reduce demands on OAA resources.

Each application should address:

1. Planning and Implementation Framework for Project Activities: Years 1- 3

Although AoA/ACL anticipates that proposals will vary according to the needs and special circumstances of each state, all proposals should describe anticipated activities within the general three-year timeframe below.

Year 1: Planning. During the Year 1 Planning phase, proposals should include a discussion of the nature and scope of anticipated planning activities, the anticipated stakeholders/collaborating entities involved in planning activities, and the issues to be addressed and decided upon during the planning process. Issues related to project sustainability beyond the project period should be part of the planning process. If it is anticipated that planning will require less than one year, the proposal should reflect an intent to move immediately toward the implementation phase, once planning is completed.

Year 2: Implementation. During the Year 2 Implementation phase, applicants should be implementing their program(s) consistent with activities and time frame as set forth in the Project Narrative and Work Plan/Timeline Chart, and preparing the mechanisms to track

progress towards program outcomes.

Year 3: Operation and Data Collection. During the Year 3 Operation and Data Collection phase, all programs should be operational and collecting outcome data. All programs should have at least 12 months of data by the end of Year 3.

2. Commitment and Involvement of Stakeholders/Collaborators

AoA/ACL believes that efforts under this grant opportunity cannot be successful without building partnerships and collaboration among key stakeholders within existing legal and aging service delivery systems. Stakeholders are: “individuals or organizations which stand to gain or lose from the success or failure of a system.” [2] Stakeholders who are impacted by (or have an impact on) the anticipated model legal service delivery system and its components must have their perspectives considered and must “buy into” project initiatives for a project to be optimally successful and sustainable. Examples of key stakeholders include: the LAD, State Director on Aging, Area Agencies on Aging (AAAs), Aging and Disability Resource Centers (ADRCs), Title III-B legal service providers, SLH managers, law school clinic administrators, private bar pro bono administrators, aging service providers, Legal Services Corporation (LSC) providers, and older consumers whom the system is designed to serve. The purpose of active and ongoing partnerships and collaboration is twofold: 1.) to leverage the necessary leadership, support, and technical expertise to successfully implement the project; and 2.) to obtain the necessary input, expertise and ongoing support to sustain the legal service delivery system and its components beyond AoA/ACL funding.

A further purpose of building partnerships is to make legal service delivery a more integral component of the broader aging services delivery system. Hence, applications should include plans for coordination/collaboration to promote awareness and understanding of the types and levels of services available from the various components of the state's legal service delivery system and to foster linkages with service providers and professionals in community-based aging and elder rights networks including AAAs, Aging and Disability Resource Centers (ADRCs), state long-term care ombudsmen, and Adult Protective Services (APS).

The applicant should describe the role of the LAD in leading (or co-leading) the convening of stakeholders to strategically plan the growth, evolution, and sustainability of the Model Approaches - Phase I legal service delivery system.

3. Assessment of Legal Needs and Capacity of Legal Service Delivery System

The population of people 65 and over increased from 35 million in 2000 to 40 million in 2010 (a 15% increase) and will increase to 55 million in 2020 (a 36% increase for that decade). As the aging population grows, it can be expected that the number of socially or economically needy seniors requiring legal services will also grow. However, many states have not undertaken a study to assess legal needs of either their entire older population or of particular groups of needy older persons. Further, many states do not have a good picture of the components of their current legal services delivery system or of the capacity of the system to meet existing priority legal needs. This information is essential to making the best use of available resources, and it forms the foundation for a comprehensive legal service delivery planning process.

Thus, each grantee will be expected to: 1.) conduct a legal needs assessment, and 2.) undertake an analysis/assessment of the capacity of the current legal service delivery system to address critical legal needs. Applications should describe plans regarding the methodology and approach they will take to conduct both assessments, and those assessments should be feasible and reasonable in terms of time, costs, and resources. To the extent that they are known, applicants should describe the legal needs of target populations that are not being met, and priority legal issues that are most critical to target populations which the current delivery system does not have the capacity to address adequately.

The capacity assessment should analyze the core components of the state's current legal service delivery system (such as Title III-B programs, pro bono volunteers, law school clinics, and SLHs) and the interrelationships and levels of integration between and among those components. It should identify: types of legal issues currently handled by various providers; levels of service they each provide in different case categories, including cases emerging from elder abuse, neglect and financial exploitation; methods used for targeting and outreach efforts; a demographic profile of the types of clients served; and existing service delivery gaps in types of legal cases handled, geographic coverage, and overall accessibility. Further, it should also describe the existing leadership capacity, funding levels, and the extent of coordination of various core legal service delivery components with the aging service delivery system (e.g., State Units on Aging, the designated LAD, and AAAs/ADRCs). Capacity assessment results should be set forth in a final legal needs and capacity report that will include recommendations for remedying identified systemic weaknesses and addressing critical legal needs through systems enhancement efforts conducted during and after the project period.

Results of the needs assessment and systems capacity analysis should be used to guide the planning and creation of coordinated, well integrated, cost-effective, and targeted legal service delivery systems that address priority legal issues impacting those older adults most in need. If the applicant can demonstrate that either a need assessment that is sufficiently representative or a systems capacity assessment that is sufficiently comprehensive has been done within the past three years, either or both of these requirements may be waived during the negotiation phase of the cooperative agreement.

Guidance on conducting a legal needs assessment and examples of four statewide needs assessments can be found on The Center for Social Gerontology's website. [\[3\]](#)

4. Tracking Outcomes of Legal Service Delivery System

Applications must present a plan for providing statewide legal services to older persons in social or economic need. Each proposal must have as its central focus a detailed plan for the creation of a comprehensive, well integrated, cost-effective, and targeted legal service delivery system that increases access to services overall for older persons, but most particularly for those in greatest social or economic need.

Applicants must describe the goal, objectives, implementation strategies, and achievable/measurable outcomes of their proposed project. Applications should include plans for capturing the impact of the core components of the statewide legal service delivery system on the health, security, and independence of vulnerable older adults receiving services. **At a minimum, applications must demonstrate how the proposed**

project will expand and improve *access to legal services for older Americans, particularly for those in greatest social or economic need* as identified in the OAA.

Over the three-year project period, grantees are expected to work toward the development of:

- Statewide legal service delivery systems that are high quality, high impact, easily accessible, and targeted to older adults most in need;
- A range of types and levels of service available through the various components of the legal service delivery system, including legal information/advice, brief service, self-help resources, and in-depth “one-on-one” case assistance for those least able to advocate on their own behalf;
- Coordination and integration of the different types and levels of service so that overall resources are used most efficiently; and,
- Statewide systems to collect data and measure performance, including a system to collect data regarding the operation of the SLH.

A key objective of this grant program includes incorporating the use of SLHs and other low-cost mechanisms into the state’s legal service delivery system. AoA/ACL has identified low-cost SLHs as priority stakeholders. Applications must therefore detail how coordination/collaboration and integration of SLHs with III-B legal services and other low-cost mechanisms will be accomplished.

To promote consistency in service measurement and data collection for SLHs, applicants will be expected to work with AoA/ACL to develop and implement reporting requirements, which will include consistent use of terms and definitions across SLHs. Each applicant is expected to express their willingness and ability to comply with these helpline reporting requirements as they relate to an existing or anticipated SLH involved in the Model Approaches project.

The successful accomplishment of grant objectives will require taking full advantage of the leadership of the LAD. Thus, regardless of the originating source of the application, each proposal must include a detailed description of the role of the LAD in helping to achieve the outcomes of a model legal service delivery system.

5. Targeting and Outreach to Older Adults in Greatest Need

The need to target limited resources to those elders in greatest social or economic need is a theme that runs throughout the OAA. For legal assistance programs, it is emphasized to a greater degree than for other OAA services because a targeting requirement is included both in the Title I definition of legal assistance (“... advice and representation ... to older persons in social or economic need ...”) and in the description of demonstration projects that can be funded under Title IV (“... projects to expand or improve the delivery of legal assistance to older individuals with social or economic needs.”) However, at the same time that the OAA requires targeting and specifies that legal services are to go to those in social or economic need, it also prohibits means testing. One important method of targeting without means testing is to establish priority legal issue areas that reflect the most critical legal needs of target populations and give priority to those issues in handling cases with limited OAA resources. Applications should describe which groups they intend to target and how they plan to reach and serve those elders without means testing.

Applications should also describe plans for outreach and other strategies for reaching and serving the needy and hard-to-reach populations within the state, and those currently underserved. The outreach plan and associated strategies (including informational/promotional materials and the use of technology) needs to be appropriate to the specific populations being targeted, and should include a strong interface with existing aging services outreach efforts.

In addition, for assistance with outreach and other efforts to reach and serve target populations, applications should include plans for involving representatives of service/support organizations that are not part of the aging network, but that work regularly with particular target populations.

6. Leadership and Involvement of the State Legal Assistance Developer

LADs are central to the successful design, implementation, and sustainability of Model Approaches – Phase I legal service delivery systems. Title VII, Section 731, of the OAA requires each state to appoint an LAD responsible for leading the creation and maintenance of high-quality, high-impact legal service delivery systems that address priority legal issues impacting older adults in the most social or economic need. Under the OAA, the LAD is directly involved in the promotion and enhancement of:

- State leadership in securing and maintaining the legal rights of older individuals;
- State capacity for coordinating the provision of legal assistance;
- State capacity to provide technical assistance, training and other supportive functions to area agencies on aging, legal assistance providers, ombudsmen, and other persons, as appropriate;
- State capacity to promote financial management services for older individuals at risk of conservatorship;
- State capacity to assist older individuals in understanding their rights, exercising choices, benefiting from services and opportunities authorized by law, and maintaining the rights of older individuals at risk of guardianship; and
- State capacity to improve the quality and quantity of legal services provided to older individuals.

Previous experience through Model Approaches - Phase I projects has demonstrated that project success is dependent upon adequate program planning and leadership support from the LAD. Therefore, each proposal must include a detailed description of the role of the LAD in helping to design, implement, evaluate, and sustain a Model Approaches - Phase I legal service delivery system. In collaboration with key partners and stakeholders, the LAD should be involved in the following activities:

- Advancing the goal and objectives of Model Approaches - Phase I by involving direct stakeholder input in planning the growth, evolution, and sustainability of the anticipated Model Approaches - Phase I legal service delivery system;
- Assisting in the planning and completion of legal delivery systems needs/capacity assessments resulting in concrete and actionable recommendations for systemic enhancement;
- Facilitating training opportunities and interagency collaborations between providers in legal, aging/disability, and protective services networks;

- Helping to strategize and implement outreach activities that effectively target legal services to older persons in the most social or economic need;
- Facilitating the development of statewide legal service delivery standards/guidelines that define priority legal issues and the role of aging/disability and legal service delivery networks in enhancing targeted access to legal services;
- Facilitating the creation of statewide data collection/reporting systems that are able to measure the beneficial impact of various types and levels of legal service on the lives and well being of needy older persons;
- Leading the formation of partnerships with key entities that have a central role in protecting vulnerable older adults including state court systems, APS, and LTC Ombudsmen, Protection and Advocacy organizations (P&As), financial institutions, and representative payee programs; and
- Encouraging and expanding collaborations between legal providers and other elder rights advocacy programs, such as the LTC Ombudsman and elder abuse prevention programs, through the development of formal memorandums of agreement or office protocols governing specified areas of collaboration in achieving shared objectives.

The LAD serves an important leadership role in helping to actualize a sustainable statewide vision for a well integrated and cost-effective legal service delivery system that optimizes service access for older adults in the most social and economic need. To fulfill this role, LADs should participate directly in the statewide legal service delivery planning process and provide input into the elder rights provisions of state plans and area plans, including the incorporation of essential Model Approaches - Phase I objectives that are intended to endure beyond the project period. Proposals must state the intent to coordinate and align the implementation of Model Approaches - Phase I objectives with relevant elder rights goals and objectives in state plans and area plans to the extent possible.

1 The 2006 Model Approaches states: Alabama, Idaho, Iowa, Maryland, North Dakota, and Virginia. The 2007 Model Approaches states: Connecticut, Florida, Kentucky, Michigan, Nevada, New Hampshire, and Pennsylvania. The 2009 Model Approaches states: California, Louisiana, Maine, Missouri, Nebraska, North Carolina, Ohio, Rhode Island, South Carolina, Utah, and Vermont. The 2010 Model approaches states: Alaska, Delaware, Georgia, Massachusetts, Texas, West Virginia, and the District of Columbia.

[2] Nuseibeh and Easterbrook. 2000. Requirements Engineering: A Roadmap. ICSE–Future of SE Track. (<http://www.doc.ic.ac.uk/~ban/pubs/sotar.re.pdf>).

[3] For general guidance, see TCSG’s Best Practice Notes on “Assessing Legal Needs of Older Persons: A General Primer at http://www.tcsg.org/bpnotes/march05/mar05BPN_01.pdf

See the Ohio Study at <http://www.tcsg.org/OHLegalNeedsReport2008.pdf> See the Florida study at <http://www.tcsg.org/FLLegalNeedsSurvey.pdf> See Georgia study at <http://www.tcsg.org/GALegalNeedsSurvey.pdf> And see Utah study at http://www.tcsg.org/finalreport1018_04.pdf

II. Award Information

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	\$700,000
Expected Number of Awards:	7
Award Ceiling:	\$100,000 Per Budget Period
Award Floor:	\$100,000 Per Budget Period
Average Projected Award Amount:	\$100,000 Per Budget Period

Length of Project Periods:

36-month project with three 12-month budget periods

Additional Information on Awards:

Awards made under this announcement are subject to the availability of Federal funds.

Description of ACL's Anticipated Substantial Involvement Under the Cooperative Agreement

Through this Funding Opportunity Announcement, AoA/ACL plans to award approximately seven (7) cooperative agreements. Each cooperative agreement will be funded at a federal share of approximately \$100,000 per year for a project period of up to three years, contingent upon the availability of federal funds and adequacy of performance.

The award is a cooperative agreement because AoA/ACL will be substantially involved in the development and execution of the activities of the projects. The grantees and AoA/ACL will work cooperatively to determine the priority activities to be completed by the project and to modify and execute the project work plans for each year of the project period.

A. For this cooperative agreement, the grantee's involvement will include:

- Identifying the components and levels of integration, funding, performance, and results that comprise the current legal service delivery system within the states, with the assistance of the LAD;
- Developing and demonstrating model legal service delivery systems that integrate SLHs with Title III-B legal services, other low-cost delivery mechanisms, and other legal resources, with the assistance of the LAD;
- Providing a detailed plan reflecting the direct involvement of the LAD in working toward project objectives that includes: an assessment of the current legal needs of seniors within their state; an evaluation of their present legal services planning and management structures at the state and local area levels; and the development of a plan that effectively and efficiently incorporates the use of SLHs and other low-cost mechanisms to address identified needs;
- Seeking technical assistance and support in developing and carrying out project work plans, including allocation of time and travel resources each project year for the LAD and lead staff of the primary partner to attend conferences identified by the ACL-AoA

Project Officer as necessary to furthering the integrative and targeting goals of the project;

- Presenting cost-effective examples of coordinated, well integrated, and targeted legal service delivery systems that increase overall access to services for those most in need within their state and that encourage the adoption of model legal service delivery approaches by states.

B. For this cooperative agreement, AoA's/ACL's involvement will include:

- Assisting the project leadership in understanding the strategic goals and objectives, policy perspectives, and priorities of the Assistant Secretary for Aging and the AoA/ACL by sharing such information on an ongoing basis via e-mail, conference calls, briefings, and other consultations;
- Providing technical assistance and support on work plan implementation issues;
- Reviewing and commenting upon all materials, reports, documents, etc. produced by the project with funds provided through this award;
- Providing guidance in defining project performance criteria and expectations;
- Monitoring, evaluating and supporting the projects' efforts in achieving performance goals, including the important role of the LADs in achieving project objectives; and
- Reviewing the project's performance for continuation funding actions.

C. Annual Work Plan/Timeline Chart.

Within 45 days of the award and 45 days of each continuation award, the grantee will agree upon and adhere to a work plan that details expectations for major activities, products, and reports during the current budget period. The work plan will include a timetable for project and activity implementation, staff assignments, and other areas that require AoA/ACL consultation, review, and/or prior approval.

D. Continuation Funding for Years Two and Three.

Funding beyond the initial budget period will be determined on a non-competitive basis. Continuation funding, as outlined in the terms and conditions of Notice of Award, for all the grantees will be subject to:

- Assessment of the prior year's progress report and determination that satisfactory progress was achieved;
- Review and approval of other documents necessary for continuation;
- Availability of funds;
- Execution of the prior year's line-item budget; and
- Determination that the project is in the best interest of the government.

E. Modifications.

Once a cooperative agreement is in place, requests to modify or amend it or the work plan

may be made by AoA or the awardee at any time. Modifications and/or amendments of the Cooperative Agreement or work plan shall be effective upon the mutual agreement of both parties, except where AoA/ACL is authorized under the Terms and Conditions of award, 45 CFR Part 74 or 92, or other applicable regulation or statute to make unilateral amendments.

Please see *Section IV.5 Funding Restrictions* for limitations on the use of Federal funds awarded under this announcement.

III. Eligibility Information

III.1. Eligible Applicants

The intent of this Funding Opportunity Announcement (FOA) is to **expand** Model Approaches projects **beyond the thirty-one (31) previously funded states**. Therefore, the thirty-one states that have previously received Model Approaches funding are **not eligible** to apply under this FOA. The **thirty-one ineligible states are:** Alabama, Alaska, California, Connecticut, Delaware, District of Columbia, Florida, Georgia, Idaho, Iowa, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Missouri, Nebraska, Nevada, New Hampshire, North Carolina, North Dakota, Ohio, Pennsylvania, Rhode Island, South Carolina, Texas, Utah, Vermont, Virginia, and West Virginia.

Within an eligible state, proposals in response to this funding opportunity announcement will be accepted from one of two eligible applicant categories. **Eligible applicants are:**

- 1 The entity within an eligible state that currently houses the State Legal Assistance Developer; or
2. An entity within an eligible state that is experienced in providing low-cost services to older persons through a senior legal helpline (or proposes to develop and operate a senior legal helpline).

Regardless of the originating source of the application, each proposal must contain a detailed plan for direct and ongoing involvement of, and leadership by, the State Legal Assistance Developer in order to help assure sustainability. Further, each proposal must contain a detailed plan for ongoing collaboration between the State Legal Assistance Developer and the senior legal helpline.

Individuals, foreign entities, and sole proprietorship organizations are not eligible to compete for, or receive, awards under this announcement.

Faith-based and community organizations that meet eligibility requirements are eligible to receive awards under this funding opportunity announcement.

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: Yes

Grantees must provide at least **25** percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACL (federal) share and the non-federal share. The non-federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. For example, in order to meet the match requirements, a project requesting **\$100,000.00** in ACL (federal) funds must provide a non-federal share of the approved total project cost of at least **\$33,333.00** , which is **25** percent of total approved project cost of **\$133,333.00** .

Note: Grantees will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications, even when the projected non-federal commitment exceeds the required amount of matching or cost share. A grantee's failure to provide the required matching amount will result in the disallowance of federal funds. However, lack of supporting documentation at the time of application submission will not exclude the application from competitive review.

If applicable, remember, there are two types of match: 1) non-Federal cash and 2) non-Federal in-kind. In general, costs borne by the applicant and cash contributions of any and all third parties involved in the project, including sub-grantees, contractors and consultants, are considered matching funds. Volunteered time and use of facilities to hold meetings or conduct project activities may be considered in-kind (third party) donations. Examples of non-Federal cash match includes budgetary funds provided from the applicant agency's budget for costs associated with the project. ACL encourages you to not exceed the minimum match requirement. Applications with a match greater than the minimum required will not receive additional consideration under the review. Match is not one of the responsiveness criteria as noted in Section III, 3 Application Screening Criteria.

Under this Older Americans Act (OAA) program, ACL will fund no more than 75% of the project's total cost, which means the applicant must cover at least 25% of the project's total cost with non-Federal resources. In other words, for every three (3) dollars received in Federal funding, the applicant must contribute at least one (1) dollar in non-Federal resources toward the project's total cost. This "three-to-one" ratio is reflected in the formula included under Item 18 in Attachment A. You can use this formula to calculate your minimum required match. A common error applicants make is to match 25% of the Federal share, rather than 25% of the project's total cost.

ACL takes very seriously the current downturn in the nation's economy; therefore ACL may waive the matching requirement where severe hardship is documented by the applicant. If you feel unable to meet the minimum matching requirement, please provide a written justification, which explains why you cannot meet the match through cash or in-kind contributions. The written justification must be signed by your authorized representative and submitted with your application through <http://www.grants.gov>. ACL will review your request and contact you should additional information or justification be necessary. Applicants are encouraged to make this hardship determination during the application phase; waiver requests made after awards have been issued will be reviewed on a

case-by-case basis.

III.3. Other

DUNS Number and System for Award Management (SAM) Requirement

All applicants must have a DUNS number (www.dnb.com) and be registered with the System for Award Management (SAM, www.sam.gov) and maintain an active SAM registration until the application process is complete, and should a grant be made, throughout the life of the award. Finalize a new, or renew an existing, registration at least two weeks before the application deadline. This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application or receive an award. Maintain documentation (with dates) of your efforts to register or renew at least two weeks before the deadline. See the SAM Quick Guide for Grantees at: [https://www.sam.gov/sam/transcript/SAM Quick Guide Grants Registrations-v1.6.pdf](https://www.sam.gov/sam/transcript/SAM%20Quick%20Guide%20Grants%20Registrations-v1.6.pdf).

HHS requires all entities that plan to apply for, and ultimately receive, Federal grant funds from any HHS Agency, or receive subawards directly from recipients of those grant funds to:

- Be registered in the SAM prior to submitting an application or plan;
- Maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
- Provide its active DUNS number in each application or plan it submits to the OPDIV.

The agency is prohibited from making an award until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, the agency:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

Application Disqualification Factors

All applications will be screened to assure a level playing field for all applicants. Applications that fail to meet the screening criteria described below will **not** be reviewed and will receive **no** further consideration.

Applications that fail to satisfy the due date and time deadline requirements stated in *Section IV.3. Submission Dates and Times* will be deemed non-responsive and will not be considered for funding under this announcement.

See *Section IV.3. Submission Dates and Times* for disqualification information specific to electronically-submitted applications:

- Electronically-submitted applications that do not receive a date/time-stamp email indicating application submission on or before 11:59 p.m., Eastern Time, on the due date, will be disqualified and will not be considered for competition.

- Electronically-submitted applications that fail the checks and validations at www.Grants.gov because the Authorized Organization Representative (AOR) does not have a current registration at the System for Award Management (SAM) at the time of application submission will be disqualified and will not be considered for competition.
- The Project Narrative section of the Application must be **double-spaced**, on 8 ½” x 11” plain white paper with **1” margins** on both sides, and a **font size of not less than 11**.
- **The Project Narrative must not exceed 20 pages.** NOTE: The Project Work Plan, Letters of Commitment, and Vitae of Key Project Personnel **are not counted** as part of the Project Narrative for purposes of the 20-page limit.

Unsuccessful submissions will require authenticated verification from <http://www.grants.gov> indicating system problems existed at the time of your submission. For example, you will be required to provide an <http://www.grants.gov> submission error notification and/or tracking number in order to substantiate missing the application deadline.

Application Responsiveness Criteria

Applications that do not meet each of the responsiveness criteria below will be administratively eliminated and will NOT be reviewed.

1. The applicant is either: a.) The entity within an eligible state that currently houses the State Legal Assistance Developer; or b.) An entity within an eligible state that is experienced in providing services to older persons through a senior legal helpline (or proposes to develop and operate a senior legal helpline).
2. The application includes a detailed plan for a comprehensive and well integrated legal service delivery system that increases overall access to legal services for elders within the state, particularly for those in greatest social or economic need.
3. The application includes a detailed plan for direct and ongoing collaboration between the State Legal Assistance Developer and the senior legal helpline and other low-cost service delivery mechanisms, with discussion of how this collaboration will be structured and accomplished. This plan must describe the role of the State Legal Assistance Developer in helping to achieve a comprehensive, well-integrated, and targeted legal service delivery system that enhances access and maximizes available legal resources within the state.
4. The application contains a detailed plan for ongoing collaboration between the State Legal Assistance Developer and key partners and stakeholders involved in all aspects of project design, implementation, evaluation, and sustainability.

IV. Application and Submission Information

IV.1. Address to Request Application Package

Address to Request Application Package

Application materials can be obtained from <http://www.grants.gov>

Please note, ACL is requiring applications for all announcements to be submitted electronically through <http://www.grants.gov>. The Grants.gov (<http://www.grants.gov>) registration process can take several days. If your organization is not currently registered with <http://www.grants.gov>, please begin this process immediately. **For assistance with <http://www.grants.gov>, please contact them at support@grants.gov or 1-800-518-4726 between 7 a.m. and 9 p.m. Eastern Time.** At <http://www.grants.gov>, you will be able to download a copy of the application packet, complete it off-line, and then upload and submit the application via the Grants.gov website (<http://www.grants.gov>).

Applications submitted via <http://www.grants.gov>:

- You may access the electronic application for this program on <http://www.grants.gov>. You must search the downloadable application page by the Funding Opportunity Number or CFDA number.
- At the <http://www.grants.gov> website, you will find information about submitting an application electronically through the site, including the hours of operation. ACL strongly recommends that you do not wait until the application due date to begin the application process through <http://www.grants.gov> because of the time involved to complete the registration process.
- All applicants must have a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number and register in the System for Award Management (SAM). You should allow a minimum of **five days** to complete the SAM registration.
- **Note:** Failure to submit the correct suffix can lead to delays in identifying your organization and access to funding in the Payment Management System.
- Effective October 1, 2010, HHS requires all entities that plan to apply for and ultimately receive Federal grant funds from any HHS Operating/Staff Division (OPDIV/STAFFDIV) **or receive subawards directly from the recipients of those grant funds** to:
 1. Be registered in the SAM prior to submitting an application or plan;
 2. Maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
 3. Provide its DUNS number in each application or plan it submits to the OPDIV.

An award cannot be made until the applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, the OPDIV/STAFFDIV:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

Additionally, all first-tier subaward recipients must have a DUNS number at the time the subaward is made.

- Since October 1, 2003, The Office of Management and Budget has required applicants to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for Federal grants or cooperative agreements. It is entered on the SF 424. It is a unique, **nine-digit identification number**, which provides unique identifiers of single business entities. The DUNS number is *free and easy* to obtain.
- Organizations can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711 or by using this link to access a guide:
http://www.whitehouse.gov/sites/default/files/omb/grants/duns_num_guide.pdf
- You must submit all documents electronically, including all information included on the SF424 and all necessary assurances and certifications.
- Prior to application submission, Microsoft Vista and Office 2007 users should review the <http://www.grants.gov> compatibility information and submission instructions provided at <http://www.grants.gov> (click on “**Vista and Microsoft Office 2007 Compatibility Information**”).
- **Your application must comply with any page limitation requirements described in this Program Announcement.**
- After you electronically submit your application, you will receive an automatic acknowledgement from <http://www.grants.gov> that contains <http://www.grants.gov> tracking number. The Administration for Community Living will retrieve your application form from <http://www.grants.gov>.
- After the Administration on Aging retrieves your application form from <http://www.grants.gov>, a return receipt will be emailed to the applicant contact. This will be in addition to the validation number provided by <http://www.grants.gov>.
- Each year organizations registered to apply for Federal grants through <http://www.grants.gov> will need to renew their registration with the System for Awards Management (SAM). You can register with the SAM online and it will take about 30 minutes (<http://www.sam.gov>).

Contact person regarding this Program Announcement:

Valerie Soroka
AoA Office of Elder Rights
Administration for Community Living
U.S. Department of Health and Human Services
Washington, DC 20201
Phone: (202) 357-3531
Email: valerie.soroka@acl.hhs.gov

IV.2. Content and Form of Application Submission

Partner Standard Format and PO-Specific Format Requirements For All Applications:

Authorized Organizational Representative (AOR)

The individual(s), named by the applicant/recipient organization, who is authorized to act for the applicant/recipient and to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to grant applications or awards.

Each applicant must designate an Authorized Organizational Representative (AOR). An AOR is named by the applicant, and is authorized to act for the applicant, to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to the grant application or awards.

AOR Authorization is part of the registration process at www.Grants.gov where the AOR will create a short profile and obtain a username and password from the Grants.gov Credential Provider. AORs will only be authorized for the DUNS number registered in the System for Award Management (SAM).

Point of Contact

In addition to the AOR, a point of contact on matters involving the application must also be identified. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR. The point of contact must be available to answer any questions pertaining to the application.

Application Checklist

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

Follow the instructions provided in the formatting section to ensure that your application can be printed efficiently and consistently for the competitive review.

Observe page limitations.

All applicants must follow the instructions provided in this section. Be sure to print all attachments (components) on paper and count the number of pages before submission. Keep the printed copy as a hard copy of your application for your files.

ELECTRONIC APPLICATIONS SUBMITTED VIA www.Grants.gov:

Electronic applications will only be accepted via www.Grants.gov. The Agency will not accept applications submitted via email or via facsimile. Only applications, which pass the Grants.gov validation check, will be acknowledged.

Please read this section carefully before beginning application submission. It is mandatory to follow the instructions provided in this section to ensure that your application can be printed efficiently and consistently for review.

Copies Required

Applicants must submit one complete copy of the application package electronically. Applicants submitting electronic applications need not provide additional copies of their application package.

NOTE: Applications submitted via www.Grants.gov will undergo a validation check. See *Section IV.2. Application Submission Options* and *Section IV.3. Submission Due Dates and Times, Explanation of Due Dates*. The validation check can affect whether the application is accepted for review. Applications that fail the www.Grants.gov validation check will not be transmitted to the Agency. If the application fails the validation check and is not resubmitted by 11:59 p.m., ET, on the due date, it will be disqualified.

Signatures

Follow the AOR Authorization and E-Biz POC instructions provided at www.Grants.gov.

Required OMB-Approved and Standard Forms (SFs)

www.Grants.gov provides its own protocols for the submission of OMB-approved and Standard Forms (SFs) such as the SF-424 application and budget forms and the SF-P/PSL, Project/Performance Site Location form. See *Section IV.2. Required Forms, Assurances, and Certifications* for required OMB-approved Standard Forms and required assurances and certifications.

Application Package Components

Applications must be divided into the sections listed in the table. **It is important that each component is submitted in a separate electronic file.** Page limitations apply to the Project Description document and the Appendices and the following:

- The Project Summary/Abstract is limited to one single-spaced page.
- The Project Narrative is limited to 20 double spaced pages.

Application Package Components	Page Limitations
Required Standard Forms (SFs) and/or OMB-approved Forms	No page limitations.
Required Certifications and Assurances	No page limitations.
Project Summary/Abstract	One page limitation, single-spaced, font size of no less than 11 point

Project Narrative	20 pages in double-spaced format with a font size of no less than 11-point and included items are listed later in this section. The 20 page project description <i>does not</i> include the project abstract/summary, table of contents, appendix, budget and budget narrative, or the standard forms.
Budget Justification	Submit a 3-5 year budget in accordance with program announcement requirements with line-item detail with justification narrative. The Budget Justification should be no longer than 10 pages.
Proof of Legal Status/Proof of Non-Profit Status	No page limitations.

The required content of the Project Narrative and any Appendices, and their page limits, are listed later in this section.

With the exception of the required Standard Forms (SFs), all application materials must be formatted so that they will print out onto 8 ½" x 11" white paper with 1-inch margins. **All pages of the application component, i.e., Project Narrative, Budget Justification, Appendices, must be sequentially numbered.** Applicants should print all attachments on paper and count the number of pages before submitting the application. Applicants should keep a hard copy of the submitted application package for their files.

All elements of the application submission, with the exception of the one-page Project Summary/Abstract, the Budget Justification, required Assurances and Certifications, and proof of legal status/non-profit status, must be in double-spaced format in 11-point font. The Project Summary/Abstract is required to be one single-spaced page in a font size not less than 11-point. The Budget Justification may be single-spaced, in a font size not less than 11-point and should be no more than 10 pages.

Applicants must follow the instructions provided in this section:

Carefully observe the file naming conventions required by www.Grants.gov.

Limit file names to 50 characters and do not use special characters (example: &,-,*,%/,#) including periods (.), blank spaces, and accent marks, within application form fields, and file attachment names. An underscore () may be used to separate a file name.

Use only file formats supported by the Agency.

It is critical that applicants only submit application components using the supported file formats listed here. Documents in file formats that are not supported by the Agency will be removed from the application and will not be used in the competitive review. This may make the application incomplete and the Agency will not make any awards based on an incomplete application.

The Agency supports the following file formats:

- Adobe PDF – Portable Document Format (.pdf)
- Microsoft Word (.doc or .docx)
- Microsoft Excel (.xls or .xlsx)
- Microsoft PowerPoint (.ppt)
- Image Formats (.JPG, .GIF, .TIFF, or .BMP only)

Do not encrypt or password protect the electronic application files!

If the Agency cannot access submitted electronic files because they have been encrypted or are password protected, the affected file will be removed from the application and will not be used in the competitive review. This may make the application incomplete and the Agency will not make any awards based on an incomplete application.

Required Forms, Assurances, and Certifications

Applicants seeking grant or cooperative agreement awards under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications with the application. All required Standard Forms, assurances, and certifications are available at

[Grants.gov Forms Repository](https://www.grants.gov/forms-repository) unless specified otherwise.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs	Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date.	Required for all applications when applying for a non-construction project. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.
SF-424 - Application for Federal Assistance	Submission is required for all applicants by the application due date.	Required for all applications.

<p>SF-LLL - Disclosure of Lobbying Activities</p>	<p>If applicable, submission of this form is applicable, it is due prior at the time of application. It may also be submitted prior to the award of a grant.</p>	<p>If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Applicants must furnish an executed copy of the Certification Regarding Lobbying prior to award.</p>
<p>DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration.</p>	<p>Required for all applicants. A DUNS number is required of all applicants. To obtain a DUNS number, go to http://fedgov.dnb.com/webform. SAM registration is available at http://www.sam.gov. Active registration at SAM must be maintained throughout the</p>	<p>A DUNS number and SAM registration are eligibility requirements for all applicants.</p> <p>See <i>Section III.3. Other</i> for</p>

	application and project award period.	information on obtaining a DUNS number and registration at http://www.sam.gov .
Work plan	Submit 3-5 year work plan in accordance with the funding opportunity announcement requirements	
Certification Regarding Lobbying	Submission required of all applicants with the application package. If it is not submitted with the application package, it may also be submitted prior to the award of a grant.	Submission of this Certification is required for all applications.

Additional Assurances and Certifications

IV.2. Project Narrative

Project Narrative

The Project Narrative must be double-spaced, on 8 ½” x 11” paper with 1” margins on both sides, and a font size of not less than 11. You can use smaller font sizes to fill in the Standard Forms and Sample Formats. The suggested length for the Project Narrative is ten to twenty pages; twenty pages is the maximum length allowed. ACL will not accept applications with a Project Narrative that exceeds 20 pages. The Project Work Plan, Letters of Commitment, and Vitae of Key Personnel are not counted as part of the Project Narrative for purposes of the 20-page limit, but all of the other sections noted below are included in the limit.

The components of the Project Narrative counted as part of the 20 page limit include:

- Summary/Abstract
- Problem Statement
- Goal(s) and Objective(s)
- Proposed Intervention
- Special Target Populations and Organizations
- Outcomes
- Project Management
- Evaluation
- Dissemination
- Organizational Capability

The Project Narrative is the most important part of the application, since it will be used as the primary basis to determine whether or not your project meets the minimum requirements for grants issued by the Administration for Community Living. The Project Narrative should provide a clear and concise description of your project.

Summary/Abstract

This section should include a brief - no more than 265 words maximum - description of the proposed project, including: goal(s), objectives, outcomes, and products to be developed. (Please reference the summary/abstract template included under the Downloads for this Funding Opportunity Announcement as posted at http://www.acl.gov/Funding_Opportunities/Announcements/Index.aspx).

Problem Statement

This section should describe, in both quantitative and qualitative terms, the nature and scope of the particular problem or issue the proposed intervention is designed to address, including how the project will potentially affect the elderly population and/or their caregivers (including specific subgroups within those populations), and possibly the health care and social services systems (e.g., the use of health care and/or nursing home services.)

In addition, this section should demonstrate a solid understanding of the gaps/weaknesses in the current legal service delivery system; underlying factors/causes that led to the current need/problem; and familiarity with the history, current status and policy considerations, anticipated challenges and barriers that need to be addressed in order to build and maintain a coordinated, integrated, and targeted legal service delivery system. It should also include describe how addressing/resolving the problem will potentially impact older persons in greatest social or economic need, and the services they receive.

Goal(s) and Objective(s)

This section should consist of a description of the project's goal(s) and major objectives. Unless the project involves multiple, complex interventions, we recommend you have only one overall goal.

Proposed Intervention

This section should provide a clear and concise description of the intervention you are proposing to use to address the problem described in the "Problem Statement". You should also describe the rationale for using the particular intervention, including factors such as: "lessons learned" for similar projects previously tested in your community, or in other areas of the country; factors in the larger environment that have created the "right conditions" for the intervention (e.g., existing social, economic or political factors that you'll be able to take advantage of, etc.). Also note any major barriers you anticipate encountering, and how your project will be able to overcome those barriers. Be sure to describe the role and

makeup of any strategic partnerships you plan to involve in implementing the intervention, including other organizations, supporters, and/or consumer groups.

Describe how/why your approach can be expected to result in an integrated, coordinated, and targeted statewide legal service delivery system that utilizes the leadership of the LAD and incorporates an SLH with Title III-B legal services and other low cost resources.

The section should further describe plans for assessing the legal needs of socially or economically needy elders and assessing the capacity of the state's current delivery system (e.g. its components and levels of integration/coordination among them, funding, current outreach and other targeting efforts, etc.). Describe plans for enhancing development and/or implementation of various tools to strengthen coordination/integration/targeting of the legal service delivery system and to enhance accountability and sustainability (e.g., statewide standards for delivery of legal services, uniform statewide reporting, a referral matrix to get the right people to the right type and level of service, guidelines for AAAs/ADRCs to select the "best entity" as their legal services provider, etc.). Describe your willingness to work with AoA/ACL to develop/implement a meaningful reporting system for the SLH that will include outcome measures that reflect the direct impact of services provided by the helpline on clients served, including results achieved in cases of elder abuse, neglect and/financial exploitation, and ensure the collection of data pursuant to uniform reporting guidelines for Model Approaches helplines; [1] Also, provide detail on any major barriers/challenges you expect to encounter and plans for addressing them; particular strengths/ opportunities in your state and plans to build on them; and key partners that you will be incorporating into the project in order to address the identified need successfully and achieve the project goal, objectives and outcomes (Note: This section is supplemented substantially in the Work Plan/Timeline Chart where specific tasks you will be undertaking are to be further delineated.)

[1]http://www.legalhotlines.org/dir_listing/productivity/Complete%20Packet%20of%20Senior%20Legal%20Hotline%20Reporting%20Instructions%20CY%202010.pdf

Special Target Populations and Organizations

This section should describe how you plan to involve community-based organizations in a meaningful way in the planning and implementation of the proposal project. This section should also describe how the proposed intervention will target disadvantaged populations, including limited-English speaking populations.

Targeting elders in greatest social or economic need should be an integral piece of your overall approach. This section should describe your approach/tasks for identifying and prioritizing particular groups of socially or economically needy older persons within the state to be targeted (e.g., rural, low-income racial/ethnic minorities, limited English speakers, etc.). It should describe outreach, priority setting and other targeting techniques

and service delivery strategies project partners will undertake to reach and serve identified target populations, and that are appropriate to the particular target populations. It should describe how you will achieve targeting without means testing as required in the Older Americans Act. It should also describe plans for coordinating outreach/targeting efforts with efforts of the aging service delivery systems for cost efficiency.

Outcomes

This section of the project narrative must clearly identify the measurable outcome(s) that will result from the project. (NOTE: ACL will not fund any project that does not include measurable outcomes). This section should also describe how the project's findings might benefit the field at large, (e.g., how the findings could help other organizations throughout the nation to address the same or similar problems.) List measurable outcomes in the work plan grid under "Measurable Outcomes" in addition to any discussion included in the narrative along with a description of how the project might benefit the field at large (Please reference the optional Sample Work Plan Template included under the Downloads for this Funding Opportunity Announcement as posted at http://www.acl.gov/Funding_Opportunities/Announcements/Index.aspx)

A "measurable outcome" is an observable end-result that describes how a particular intervention benefits consumers. It demonstrates the functional status, mental well-being, knowledge, skill, attitude, awareness or behavior.) It can also describe a change in the degree to which consumers exercise choice over the types of services they receive, or whether they are satisfied with the way a service is delivered. Additional examples include: a change in the responsiveness or cost-effectiveness of a service delivery system; a new model of support or care that can be replicated in the aging network; new knowledge that can contribute to the field of aging; a measurable increase in community awareness; or a measurable increase in persons receiving services. A measurable outcome is not a measurable "output", such as: the number of clients served; the number of training sessions held; or the number of service units provided.

You should keep the focus of this section on describing what outcome(s) will be produced by the project. You should use the Evaluation section noted below to describe how the outcome(s) will be measured and reported.

Your application will be scored on the clarity and nature of your proposed outcomes, not on the number of outcomes cited. It is totally appropriate for a project to have only ONE outcome that it is trying to achieve through the intervention reflected in the project's design.

As stressed in this FOA, "increased access" should be discussed, and plans should be described for a meaningful SLH reporting system to be developed in conjunction with AoA/ACL which will include outcome measures that reflect the direct impact of service provided by the SLH clients served.

Project Management

This section should include a clear delineation of the roles and responsibilities of project staff, consultants and partner organizations, and how they will contribute to achieving the project's objectives and outcomes. It should specify who would have day-to-day responsibility for key tasks such as: leadership of project; monitoring the project's on-going progress, preparation of reports; communications with other partners and ACL. It should also describe the approach that will be used to monitor and track progress on the project's tasks and objectives.

Evaluation

This section should describe the method(s), techniques and tools that will be used to: 1) determine whether or not the proposed intervention achieved its anticipated outcome(s), and 2) document the "lessons learned" – both positive and negative - from the project that will be useful to people interested in replicating the intervention, if it proves successful.

This section should also describe plans to evaluate ongoing progress of activities and accomplishments with respect to achieving goal, objectives and outcomes and with respect to the Work Plan/Timeline, in order to make needed adjustments.

Dissemination

This section should describe the method that will be used to disseminate the project's results and findings in a timely manner and in easily understandable formats, to parties who might be interested in using the results of the project to inform practice, service delivery, program development, and/or policy-making, including and especially those parties who would be interested in replicating the project.

Organization Capability

Each application should include an organizational capability statement and vitae for key project personnel. The organizational capability statement should describe how the applicant agency (or the particular division of a larger agency which will have responsibility for this project) is organized, the nature and scope of its work and/or the capabilities it possesses. It should also include the organization's capability to sustain some or all project activities after Federal financial assistance has ended.

This description should cover capabilities of the applicant agency not included in the program narrative, such as any current or previous relevant experience and/or the record of the project team in preparing cogent and useful reports, publications, and other products. If appropriate, include an organization chart showing the relationship of the project to the current organization. Please attach short vitae for key project staff only. Neither vitas nor an organizational chart will count towards the narrative page limit. Also include information about any contractual organization(s) that will have a significant role(s) in implementing project and achieving project goals.

Specifically, this section should describe clearly an overall management plan that is strategically designed to achieve project goal and objectives, and timelines for accomplishing tasks that are sensible and feasible. It should include a description of the LAD's central role in developing a state-appropriate approach for ensuring the integration and coordination of, and targeting by, various components (especially SLHs) of the legal service delivery system. It should provide a clear delineation of the roles and responsibilities of project staff, consultants, subcontractors, and partner organizations and staff, and how they will contribute to achieving the project's goal, objectives, and outcomes. It is essential to highlight the role and makeup of any strategic partnerships you plan to involve. This section should specify key management responsibilities for day-to-day tasks such as: project leadership; evaluation; monitoring the project's on-going progress and progress toward achieving the project goal and objectives; preparation of reports; and communications with other partners and AoA/ACL.

Each proposal must contain a detailed plan for direct and ongoing involvement of, and leadership by, the LAD in order to help assure sustainability. Further, each proposal must contain a detailed plan for ongoing collaboration between the LAD and the SLH.

[*Note:* This section is supplemented with three attachments, none of which is counted in the 20-page limit for the Project Narrative:

- 1) Project Work Plan/Timeline which separates tasks for years One, Two and Three;
- 2) Letters of Commitment specifying commitment to various roles/responsibilities/ tasks of key project partners/stakeholders that are consistent with the proposed work plan /Timeline chart; and
- 3) Budget Justification Narrative which demonstrates a level of effort that is both cost-efficient and adequate to successfully complete the proposed project.

Also Note: If the applicant is

- 1) an agency (other than the State Unit on Aging) that houses the Legal Assistance Developer, or
- 2) an agency that provides (or proposes to provide) low-cost senior legal helpline service, a letter of commitment is required from the director of the State Unit on Aging that clearly delineates the state unit's support of the proposal and the role(s) and responsibility(ies) of the state unit in support of the project. (As with other commitment letters, this is not counted in the 20 - page limit.)]

iv. Organizational/Staff Capability.

This section should describe such things as:

- 1) The overall capacity of the proposed project team (applicant organization and staff, key partner/stakeholder organizations and staff, consultant, subcontractors etc.) to undertake and achieve the proposed and achieve the goal and objectives;
- 2) The extent to which key partners/ stakeholders/collaborators have already committed to specific roles and responsibilities (supplemented with letters of commitment that are not counted in the 20-page limit for the narrative), and commitments that will need to be

secured once the project is underway;

- 3) The background, experience, skills and other relevant qualifications of the proposed project director and key project personnel (supplemented with brief vitae that are not counted in the 20-page limit for the narrative);
- 4) Experience and understanding of key project personnel with previously established models of access and delivery, such as the statewide SLHs, III-B legal providers and LADs. Applications should reflect the knowledge of various legal services delivery models implemented in states; [\[1\]](#)
- 5) Any current or previous relevant experience and/or the record of the project team in undertaking similar initiatives; and
- 6) The capacity of the applicant agency and key partners to sustain some or all project activities after federal financial assistance has ended.

If the applicant agency is a division of a larger agency that will have responsibility for this project, describe how the larger agency is organized, the nature and scope of its work, and capabilities it possesses relevant to the proposed project. You may also attach an organization chart showing the relationship of the proposed project with the larger agency (if an Organizational Chart is included, it will not be counted in the 20-page limit for the Narrative.

[\[1\]](#) TheBorchardCenter on Law & Aging's State Legal Assistance Development Program Study (2003) provides one source of such information.

Budget Narrative/Justification

Applicants requesting funding for a multi-year grant program are REQUIRED to provide a detailed Budget Narrative/Justification for EACH potential year of grant funding requested.

Electronic Submission via www.Grants.gov

- Additional guidance on the submission of electronic applications can be found at http://www.grants.gov/applicants/get_registered.jsp.
- If applicants encounter any technical difficulties in using www.Grants.gov, contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at support@grants.gov, to report the problem and obtain assistance. Hours of Operation: 24 hours a day, 7 days a week. The Grants.gov Contact Center is closed on federal holidays.
- Applicants should always retain Grants.gov Contact Center service ticket number(s) as they may be needed for future reference.
- **Contact with the Grants.gov Contact Center prior to the listed application due date and time does not ensure acceptance of an application. If difficulties are encountered, the Grants Management Officer listed in *Section VII. Agency Contacts* will determine whether the submission issues are due to Grants.gov**

system errors or user error.

IV.3. Submission Dates and Times

Due Date for Applications: **05/28/2013**

Explanation of Due Dates

The due date for receipt of applications is listed in the *Overview* section and in this section. See *Section III.3. Application Disqualification Factors*.

Electronic Applications

The deadline for submission of electronic applications via www.Grants.gov is 11:59 p.m., ET, on the due date. Electronic applications submitted at 12:00 a.m., ET, on the day after the due date will be considered late and will be disqualified from competitive review and from funding under this announcement.

Applications that fail to meet the application due date will not be reviewed and will receive no further consideration. You are strongly encouraged to submit your application a minimum of 3-5 days prior to the application closing date. Do not wait until the last day in the event you encounter technical difficulties, either on your end or, with <http://www.grants.gov>. Grants.gov can take up to 48 hours to notify you of a successful submission.

Applicants are required to submit their applications electronically via www.Grants.gov unless they received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

The agency does not accommodate transmission of applications by email or facsimile.

Instructions for electronic submission via www.Grants.gov are available at http://www.grants.gov/applicants/apply_for_grants.jsp.

Please note:

Applications submitted to www.Grants.gov at any time during the open application period, and prior to the due date and time that fail the Grants.gov validation check will not be received at ACL. **These applications will not be acknowledged.** Applications that fail the Grants.gov validation check will not be transmitted to ACL though they may have been submitted on time.

Each time an application is submitted via www.Grants.gov, the application will receive a new date and time-stamp. Only those applications with date and time-stamps that result in a validated application, which is transmitted to ACL, will be acknowledged.

Extensions and/or Waiving Due Date and Receipt Time Requirements

ACL may extend an application due date and receipt time when circumstances make it impossible for applicants to submit their applications on time. These events include natural disasters (floods, hurricanes, tornados, etc.), or when there are widespread disruptions of electrical service, or mail service, or in other rare cases. The determination to extend or waive due date and/or receipt time requirements rests with the Grants Management Officer listed as the Office of Grants Management Contact in *Section VII. Agency Contacts*.

Acknowledgement from www.Grants.gov of an electronic application's submission:

Applicants will receive an initial email upon submission of their application to www.Grants.gov. This email will provide a **Grants.gov Tracking Number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time stamp**, which serves as the official record of the application's submission. The date and time-stamp must reflect a submission time on, or before, 11:59 p.m., ET, on the application due date. Receipt of this email does not indicate that the application is accepted or that it has passed the validation check.

Each time an application is submitted, or resubmitted, via www.Grants.gov, the application will receive a new date and time-stamp. Only those applications with on-time date and time-stamps that result in a validated application, which is transmitted to ACL, will be acknowledged.

Applicants will be provided with an acknowledgement from www.Grants.gov that the submitted application package has passed, or failed, a series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACL and will not be acknowledged.

See "[What to Expect After Submitting](#)" at www.Grants.gov for more information.

IV.4. Intergovernmental Review of Federal Programs

This program is not subject to Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," or 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." No action is required of applicants under this announcement with regard to E.O. 12372.

IV.5. Funding Restrictions

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are considered unallowable costs under grants or cooperative agreements awarded under this funding opportunity announcement.

Grant awards may not allow reimbursement of pre-award costs.

Construction is not an allowable activity or expenditure under this grant award.

Purchase of real property is not an allowable activity or expenditure under this grant award.

IV.6. Other Submission Requirements

Washington, DC 20201

Electronic Submission

See *Section IV.2* for application requirements and for guidance when submitting applications electronically via <http://www.Grants.gov>.

For all submissions, see *Section IV.3* for information on due dates and times.

V. Application Review Information

V.1. Criteria

Applications competing for financial assistance will be reviewed and evaluated using the criteria described in this section. The corresponding point values indicate the relative importance placed on each review criterion. Points will be allocated based on the extent to which the application proposal addresses each of the criteria listed. Applicants should address these criteria in their application materials, particularly in the project description and budget justification, as they are the basis upon which competing applications will be judged during the objective review. The required elements of the project description and budget justification may be found in *Section IV.2* of this announcement.

Grants will be awarded to applicants that best demonstrate in their proposal their readiness, capacity, and a systematic approach and work plan to create comprehensive and well integrated legal services delivery systems that target scarce resources to those in the most social or economic need and that fully incorporate and coordinate senior legal helplines and other low-cost mechanisms into the Title III-B legal services network . Applicants must demonstrate that the State Legal Assistance Developer will be strategically and actively involved throughout the project.

Applications are scored by assigning a maximum of 100 points across five broad criteria:

- 1. Project Relevance and Current Need – (10 points)**
- 2. Approach – (40 points)**
- 3. Budget – (10 points)**
- 4. Project Impact – (20 points)**
- 5. Organizational Capacity – (20 points)**

1. Project Relevance and Current Need

**Maximum Points:
10**

a. Relevance/Responsiveness (3 points):

i. Does the proposed project clearly identify and adequately respond to the broad purpose of the funding opportunity announcement, and to the mission, goal, and objectives as described in the FOA?

b. Problem Statement and Need for Assistance (7 points):

i. Does the proposal clearly and adequately describe and demonstrate a detailed understanding of the nature and scope of the problem to be addressed and what needs to be done to build and maintain a coordinated, integrated, and targeted legal service delivery system?

ii. Does it identify known gaps/ weaknesses in the state’s current legal service delivery system that need to be addressed (e.g., components of the system; levels of integration within the legal service delivery system; funding levels; levels and types of service provided; targeting to those in greatest need; levels of integration of legal services and aging services)?

iii. Does the proposal adequately describe the consequences for older persons (particularly those in greatest social or economic need) if the need/problem is not addressed in a timely manner?

iv. Does the proposal reflect a solid understanding of underlying factors/causes that led to the current need/problem and that need to be addressed, and does it demonstrate familiarity with the history, current status, and policy considerations bearing on the development of comprehensive, integrated, and targeted legal services delivery systems and the roles of national, state, and local agencies/organizations?

2. Approach

**Maximum Points:
40**

a. Approach to Addressing the Stated Need and Achieving Goal/Objectives (25 points):

i. Is the overall approach/intervention described clearly and concisely in the Project Narrative; is a rationale provided for choosing the particular approach; and is it strategically designed to address the stated need/problem and achieve the identified goal/objectives/outcome(s)?

ii. Are the tasks/activities outlined in the Work Plan/Timeline Chart clear and comprehensive; are they directly linked to the overall approach; and do they reflect a coherent and feasible approach for successfully addressing the stated need/problem and achieving the identified goal/objectives/outcome(s)?

iii. Do the overall approach and activities describe a comprehensive plan that can be expected to result in an integrated, coordinated, and targeted state legal service delivery system that utilizes leadership of the LAD and incorporates an SLH with Title III-B legal

services and with other low cost legal resources?

- iv.* Do the overall approach and related activities adequately describe plans for:
- Assessing the legal needs of socially and economically needy older persons in the state;
 - Assessing the capacity of the state’s current legal service delivery system (e.g., its components, levels of integration, funding, effectiveness of outreach and other targeting efforts, etc.)?
- v.* Do the overall approach and specific tasks/activities describe plans for enhancing accountability and sustainability through development and/or implementation of various tools to strengthen coordination/integration of the legal service delivery system (for example, statewide legal service delivery standards, a uniform statewide reporting system, guidelines for AAAs to select the “best entity” to provide III-B legal services)?
- vi.* Do the overall approach and specific tasks/activities include plans for an SLH reporting system to be developed in conjunction with AoA/ACL that includes outcome measures which reflect the direct impact of services provided by the helpline on clients served?
- vii.* Do the overall approach and specific tasks/activities in the Work Plan/Timeline:
- Take into account anticipated challenges or barriers, and are plans included for addressing the challenges and overcoming barriers?
 - Recognize particular strengths/opportunities, and are plans included to build on those strengths/opportunities?
 - Recognize and incorporate key partners necessary to successfully address the need and achieve goal & objectives?

b. Approach to Targeting Special Populations (10 points):

- i.* Do the approach and activities identify and prioritize (or present a plan for identifying and prioritizing) particular groups of socially or economically needy older persons within the state or regions of the state to be targeted under the proposed project and substantiate their need for increased access to legal assistance services?
- ii.* Are these target groups the same as those described in the Problem/Needs statement? If not, is a rationale provided to explain the difference?
- iii.* Does the proposal identify well-defined outreach, priority setting and other targeting techniques and service delivery strategies for reaching and serving hard-to-reach target populations such as isolated, rural, low-income, racial/ethnic minorities or limited-English speaking seniors?
- iv.* Does the proposed outreach/targeting plan coordinate with existing outreach/targeting initiatives of aging service delivery systems?
- v.* Does the proposal clearly describe how an integrated legal service delivery system will enhance access for, and services to, target populations to meet their most critical legal needs? And are the proposed targeting and outreach strategies cost-effective and

appropriate to specific targeted groups?

c. Approach to Project Management (5 points):

i. Is the overall management plan as described in the project narrative and detailed in the Work Plan/Timeline clearly described, comprehensive, and strategically designed to achieve project goal and objectives?

ii. Does the management plan assign and describe the LAD’s central role in developing a state-appropriate approach for ensuring the integration of various components of the legal service delivery systems—including SLHs and other low-cost mechanisms—into an overall state legal service delivery system plan that enhances access, maximizes available legal resources within the state, and ensures that limited legal resources are effectively targeted to those in the greatest need of assistance?

iii. Are roles and responsibilities of the project team (staff, key partner organizations, consultants, sub-contractors) including the LAD, clearly delineated and linked to achieving project goal, objectives and outcomes?

iv. Are responsibilities for key management tasks (e.g., project leadership, evaluation/monitoring ongoing progress, preparation of report, communications with partners and AoA/ACL) delineated?

v. Are time frames for accomplishing tasks sensible and feasible and are tasks separated out for years 1, 2, and 3?

vi. Does the management plan include a description of how previously unidentified aging network, federal, state, and community-based organizations that may be important to the project will be identified and how their collaboration will be obtained?

vii. Are letters of commitment included from all key project partners/stakeholders/collaborating agencies that are named as having a significant role in carrying out the project? Do the letters describe the nature and extent of the involvement of the partners/collaborating agencies? Do they express a clear commitment to their areas of responsibility that is consistent with the work plan in the project, and specific activities they are committed to undertaking?

viii. If the applicant is: 1) an agency (other than the State Unit on Aging) that houses the LAD, or 2) an agency that provides (or proposes to provide) low cost SLH services, is there a letter of commitment from the director of the State Unit on Aging that clearly delineates the state unit’s support of the application and the role and responsibility of the state unit in support of this effort?

3. Budget

**Maximum Points:
10**

a. Overall Budget & Level of Effort (5 points):

- i.* Is the overall budget (federal and match) adequate in terms of the level of effort needed by the applicant organization and key partners to carry out the project successfully?
- ii.* Is the proposed budget cost-effective and programmatically efficient, maximizing Federal and all other resources?

b. Budget Justification Narrative (5 points):

Note: Because non-Federal reviewers will be used in reviewing Model Approaches proposals, applicants have the option of omitting from the Budget Justification Narrative specific salary rates or amounts for individuals specified in the budget. Social Security Numbers should **not** be included in proposals.

- i.* Is the time budgeted/level of effort (federal and match) for the LAD reflective of the LAD's central role in developing a state-appropriate coordinated, integrated, and targeted legal services delivery system?
- ii.* Is the time budgeted/level of effort (federal and match) for the proposed project director, project staff and other key project personnel appropriate and adequate to carry out the project and sufficient to assure proper direction, management, and timely completion of the project?
- iii.* Are budget items justified both with respect to adequacy for completing tasks and reasonableness of resources requested?
- iv.* Are budget items in the budget justification clearly delineated and consistent with project objectives, overall approach, and specific tasks/activities?
- v.* Is travel/registration budgeted each year for the state Legal Assistance Developer and one key partner staff person to participate in conferences and training as deemed necessary by the AoA/ACL Project Officer to advance the goal and objectives of the project? (e.g., NALC, NALSD, etc.)

4. Project Impact

**Maximum Points:
20**

a. Overall Impact (3 points):

- i.* Does the proposal describe the expected overall impact of the Project, and are the results/benefits clear, realistic and consistent with the project goal and objectives?
- ii.* Does the proposal describe how anticipated project results/products/outcomes will significantly benefit older persons whom the project is designed to benefit?
- iii.* Does the proposal describe how anticipated project results/products/outcomes will benefit the field of aging as a whole?

b. Outcomes (8 points):

Note: It is not the number of outcomes proposed that is important. It is completely appropriate for a project to have only ONE outcome that it is trying to achieve. Applications are to be scored on the clarity and nature of proposed outcome(s), not on the number.

i. Is/Are the anticipated outcome(s) as described in the project narrative and work plan likely to be achieved and is/are it/they directly linked to the AoA/ACL goal/objectives in the FOA?

ii. Do outcome(s) include “increased access” as described in this Funding Opportunity Announcement?

iii. Does the proposal include a plan for qualitative and/or quantitative methods necessary to reliably measure project outcome(s) consistent with the definition of a project outcome contained in this Funding Opportunity Announcement?

iv. Does the proposal include a plan for a meaningful SLH reporting system to be developed in conjunction with AoA/ACL that includes outcome measures that reflect the direct impact of services provided by the SLH on clients served?

c. Evaluation (2 points):

i. Does the project evaluation plan reflect thoughtful and well-designed methods and techniques (including any current and/or anticipated data collection system(s)) that will be able to successfully measure whether or not the project has achieved its proposed goal, objectives and outcome(s)?

ii. Does the evaluation plan include the qualitative and/or quantitative methods necessary to reliably measure outcomes?

iii. Is the evaluation also designed to capture “lessons learned” from the overall effort that might be of use to others in the field, especially those who might be interested in replicating the project?

iv. Does the evaluation plan include methods to assess ongoing progress of project activities and achievements against goal/objectives and the proposed Approach/Work Plan/Timeline and the need to re-assess, as necessary, aspects of the approach/work plan to better achieve the project goal and objectives?

d. Dissemination (2 points):

i. Will the planned dissemination of project results, findings, lessons learned, and products make relevant and easy to use information available to all appropriate audiences (particularly to those who might want to replicate the project in whole or in part) to inform practice, service delivery, program development, and/or policymaking?

ii. Does the proposal adequately describe planned methods of dissemination (e.g., conferences, reports/publications, via the national legal resource centers, etc.)?

e. Sustainability (5 points):

i. Is there a realistic plan to make concrete and proactive progress in securing alternate resources to continue some or all project activities after federal financial assistance has ended?

5. Organizational Capacity

**Maximum Points:
20**

a. Overall Capacity (10 points):

i. Does the proposal clearly identify the overall capacity of the proposed project team (applicant organization and staff, key partner/stakeholder organizations and staff, consultants, subcontractors) to successfully undertake the proposed project and achieve goal and objectives?

ii. Has the applicant secured the involvement and provided letters of commitment from the partners/stakeholders/collaborators needed for the project to succeed, and from the director of the State Unit on Aging if the applicant is not the state unit?

b. Staff/Personnel Capacity (10 points):

i. As reflected in the project narrative and brief vitae, do the proposed project director and key project personnel have the background, experience, skills and other qualifications needed to effectively carry out their designated roles?

ii. Does the project team have previous, successful experience working on similar projects?

V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant or sub-recipient that does not have active registration at www.sam.gov.

Initial Screening

Each application will be screened to determine whether it meets one of the following disqualification criteria as described in *Section III.3. Application Disqualification Factors*:

- Applications that are designated as late according to *Section IV.3. Submission Dates and Times*,
- The Project Narrative section of the Application must be **double-spaced**, on 8 ½” x 11” plain white paper with **1” margins** on both sides, and a **font size of not less than 11**.
- **The Project Narrative must not exceed 20 pages.** NOTE: The Project Work Plan, Letters of Commitment, and Vitae of Key Project Personnel **are not counted** as part of the Project Narrative for purposes of the 20-page limit.

For those applications that have been disqualified under the initial screening, notice will be provided by postal mail or by email. See *Section IV.3. Explanation of Due Dates* for information on Grants.gov's and the Agency's acknowledgment of received applications.

Objective Review and Results

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using the criteria described in *Section V.1. Criteria* of this announcement. Each panel is composed of experts with knowledge and experience in the area under review. Generally, review panels include three reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by the Agency in the selection of projects for funding; however, objective review scores and rankings are not binding. They are one element in the decision-making process.

The Agency may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. The Agency reserves the right to consider preferences to fund organizations serving emerging, unserved, or under-served populations, including those populations located in pockets of poverty. The Agency will also consider the geographic distribution of Federal funds in its award decisions.

Final award decisions will be made by the Administrator for the Administration of Community Living, or designee. In making these decisions, the Administrator will take into consideration: recommendations of the review panel; reviews for programmatic and grants management compliance; the reasonableness of the estimated cost to the government considering the available funding and anticipated results; and the likelihood that the proposed project will result in the benefits expected.

Application Responsiveness Criteria

Applications that do not meet each of the responsiveness criteria below will be administratively eliminated and will NOT be reviewed.

1. The applicant is either: a.) The entity within an eligible state that currently houses the State Legal Assistance Developer; or b.) An entity within an eligible state that is experienced in providing services to older persons through a senior legal helpline (or proposes to develop and operate a senior legal helpline).
2. The application includes a detailed plan for a comprehensive and well integrated legal service delivery system that increases overall access to legal services for elders within the state, particularly for those in greatest social or economic need.
3. The application includes a detailed plan for direct and ongoing collaboration between the State Legal Assistance Developer and the senior legal helpline and other low-cost service delivery mechanisms, with discussion of how this collaboration will be structured and accomplished. This plan must describe the role of the State Legal Assistance Developer in helping to achieve a comprehensive, well-integrated, and targeted legal service delivery

system that enhances access and maximizes available legal resources within the state.

4. The application contains a detailed plan for ongoing collaboration between the State Legal Assistance Developer and key partners and stakeholders involved in all aspects of project design, implementation, evaluation, and sustainability.

Approved but Unfunded Applications

Applications recommended for approval that were not funded under the competition because of the lack of available funds may be held over by the Agency and reconsidered in a subsequent review cycle if a future competition under the program area is planned. These applications will be held over for a period of up to one year and will be re-competed for funding with all other competing applications in the next available review cycle. For those applications that have been deemed as approved but unfunded, notice will be given of such determination by postal mail.

V.3. Anticipated Announcement and Award Dates

VI. Award Administration Information

VI.1. Award Notices

Successful applicants will be notified through the issuance of a Notice of Award (NoA) that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The NoA will be signed by the Grants Officer and transmitted via postal mail, email, or current Grants Management System. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter signed by the cognizant Program Office. Any other correspondence that announces to a Principal Investigator, or a Project Director, that an application was selected is not an authorization to begin performance.

Project costs that are incurred prior to the receipt of the NoA are at the recipient's risk and may be reimbursed only to the extent that they are considered allowable as approved pre-award costs. Information on allowable pre-award costs and the time period under which they may be incurred is available in *Section IV.5. Funding Restrictions*.

VI.2. Administrative and National Policy Requirements

Awards issued under this announcement are subject to the uniform administrative requirements and cost principles of 45 CFR. Part 74 (Awards And Subawards To Institutions Of Higher Education, Hospitals, Other Nonprofit Organizations, And Commercial Organizations) or 45 CFR. Part 92 (Grants And Cooperative Agreements To State, Local, And Tribal Governments). The Code of Federal Regulations (CFR) is

available at <http://www.gpo.gov>.

An application funded with the release of Federal funds through a grant award does not constitute, or imply, compliance with Federal regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable Federal regulations.

The award is also subject to DHHS Administrative Requirements, which can be found in 45CFR Part 74 and 92 and the Standard Terms and Conditions, included in the Notice of Award as well as implemented through the HHS Grants Policy Statement located at <http://www.hhs.gov/grantsnet/adminis/gpd/index.htm>.

VI.3. Reporting

Grantees under this funding opportunity announcement will be required to submit performance progress and financial reports periodically throughout the project period. The frequency of required reporting is listed later in this section. Final reports may be submitted in hard copy to the Grants Management Office Contact listed in *Section VII. Agency Contacts* of this announcement. Instructions on submission of reports electronically will be provided with award documents.

Performance Progress Reports (PPR)

Notice of Award documents will inform grantees of the appropriate performance progress report form or format to use. Grantees should consult their Notice of Award documents to determine the appropriate performance progress report format required under their award. Performance progress reports are due 30 days after the end of the reporting period.

Final program performance reports are due 90 days after the close of the project period.

Federal Financial Reports (FFR)

As of March 1, 2011, HHS began the transition from use of the SF-269, Financial Status Report (Short Form or Long Form) to the use of the SF-425 Federal Financial Report for expenditure reporting. SF-269s will no longer be accepted for expenditure reports due after that date. If an SF-269 is submitted, the Agency will return it and require the recipient to complete the SF-425.

The transition strategy is allowing individual HHS Operating Divisions to select--from a limited number of options--the approach that best fits their programs and business process. This transition does not affect completion or submission of the cash reporting to the HHS Division of Payment Management's Payment Management System (PMS). The primary features of this transition for recipients are that OPDIVs that previously required electronic submission of the SF-269 will receive the SF-425 expenditure reports electronically and, until further notice, OPDIVs that have been receiving expenditure reports in hard copy will continue to do so.

All expenditure reports will be due on one of the standard due dates by which cash reporting is required to be submitted to PMS or at the end of a calendar quarter as determined by the

Operating Division. As a result, a recipient that receives awards from more than one OPDIV may be subject to more than one approach, but will not be required to change its current means of submission or be subjected to more than eight standard due dates.

Beginning with budget periods which end from January 1 - March 31, 2011, and for all budget periods thereafter, all affected Agency grantees will be required to submit an SF-425 report as frequently as is required in the terms and conditions of their award using due dates for reports to PMS.

For budget periods ending in the months of: The FFR (SF-425) is due on:

January 01 through March 31	April 30
April 01 through June 30	July 30
July 01 through September 30	October 30
October 01 through December 31	January 30

Fillable versions of the SF-425 form in Adobe PDF and MS-Excel formats, along with instructions, are available at http://www.whitehouse.gov/omb/grants_forms and www.forms.gov. Further instructions will be provided, as necessary, with award terms and conditions that will address specific reporting periods and due dates on an award-by-award basis.

For planning purposes, the Agency reporting periods for awards made under this announcement are as follows:

Program Progress Reports:	Semi-Annually
Financial Reports:	Annually

FFATA and FSRS Reporting

The Federal Financial Accountability and Transparency Act (FFATA) requires data entry at the FFATA Subaward Reporting System (<http://www.FSRS.gov>) for all sub-awards and sub-contracts issued for \$25,000 or more as well as addressing executive compensation for both grantee and sub-award organizations.

For further guidance please see the following link:

http://www.aoa.gov/AoARoot/Grants/Reporting_Requirements/index.aspx

VII. Agency Contacts

Program Office Contact

Valerie Soroka
AoA Office of Elder Rights

Administration for Community Living
Department of Health and Human Services
Washington, DC 20201
Phone: (202) 357-3531
Email: Valerie.Soroka@acl.hhs.gov

Office of Grants Management Contact

LaDeva Harris
Administration for Community Living
Washington, DC 20201
Phone: (202) 357-3437
Email: LaDeva.Harris@acl.hhs.gov

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

VIII. Other Information

Reference Websites

U.S. Department of Health and Human Services (HHS) on the Internet <http://www.hhs.gov/>.

Catalog of Federal Domestic Assistance (C.F.D.A.) <https://www.cfda.gov/>.

Code of Federal Regulations (C.F.R.) <http://www.gpo.gov>.

United States Code (U.S.C) <http://www.gpoaccess.gov/uscode/> .

Grants.gov Forms Repository webpage
at http://www.grants.gov/agencies/aforms_repository_information.jsp.

Versions of other Standard Forms (SFs) are available on the Office of Management and Budget (OMB) Grants Management Forms web site at http://www.whitehouse.gov/omb/grants_forms/.

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at http://www07.grants.gov/aboutgrants/accessibility_compliance.jsp.

Interested applicants should make note of the following interactive teleconference scheduled for April 17, during which time there will be an opportunity to have questions answered:

Open Info. Teleconference for Applicants: Wed., April 17, 2013

Time: 2:00 PM Eastern

Call-In Number: 1-888-469-0942

Passcode: MODEL APPROACHES

Application Checklist

Applicants may use the checklist below as a guide when preparing your application package.

What to Submit	Where Found	When to Submit
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i>	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times.</i>
SF-424 - Application for Federal Assistance	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i> Found at the Grants.gov Forms Repository at http://www.grants.gov/agencies/aforms_repository_information.jsp .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times.</i>

<p>Certification Regarding Lobbying</p>	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p>	<p>Submission is due with the application package. If it is not submitted with the application package, it may also be submitted prior to the award of a grant.</p>
<p>DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration.</p>	<p>Referenced in <i>Section III.3. Other</i> in the announcement. To obtain a DUNS number, go to http://fedgov.dnb.com/webform. To register at SAM, go to http://www.sam.gov.</p>	<p>A DUNS number and registration at SAM are required for all applicants. Active registration at SAM must be maintained throughout the application and project award period.</p>
<p>Work plan</p>	<p>Referenced in <i>Section IV.2. Project Narrative</i>. Please find the sample Work Plan Template included under the Downloads for this Funding Opportunity Announcement as posted at http://www.acl.gov/Funding_Opportunities/Announcements/Index.aspx</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p>
<p>SF-LLL - Disclosure of Lobbying Activities</p>	<p>"Disclosure Form to Report Lobbying" is referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>If applicable, submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of</p>	<p>If applicable, submission of this form is required. It is due at the time of application.</p>

	Congress in connection with this commitment providing for the United States to insure or guarantee a loan.	
The Project Description	Referenced in <i>Section IV.2. The Project Description</i> . This is the title for the project narrative that describes the applicant's plan for the project.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
The Project Budget and Budget Justification	Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> of the announcement.	Submission of the Project Budget is required on the appropriate Standard Form (424A or 424C). The Budget Justification is a separate document that may be no more than 10 pages and is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Project Summary/Abstract	Referenced in <i>Section IV.2. The Project Narrative</i> of the announcement.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Commitment of Non-Federal Resources	Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .

Times.